



<b>Policy No.</b> 804	<b>Subject:</b> Copies of Case File Information
<b>Section:</b> Forms and Case Filing	<b>Revised:</b> 09/2016
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

**1. CHARGES**

Charges for copies are assessed on the following schedule:

- a. Job candidates: Requesting copies for their own use, \$0.25 per sheet. No charge when sending copies, at the job candidate’s request, directly to employers, schools, treating physicians, or others related to the job candidate’s rehabilitation.
  
- b. Cooperating agencies: There would be no charge when copies are requested for purposes of referral, evaluation, training or treatment.
  
- c. Parties to legal actions: Special summaries of case records or direct copies from case records.
  - i. Fee of \$10.00; and
  - ii. \$0.25 per page.

(NOTE: When arrangements are made for the person or office to come to the IVRS office and make the copies themselves, the \$10.00 fee should be dropped).

- d. Supervisors are responsible for assuring that the payments are remitted promptly to the Financial Section by money order or personal check payable to IVRS. A short memo should accompany the remittance giving the details of the transaction.

**2. EXCEPTIONS**

- a. Not paying the \$0.25 per page fee.

**3. APPLICABLE FORMS**

- a. [Request for Exception to Policy](#)